

Attendance: Cookie Ohlson, Mike Curtis, Ed Rohrbach, Carol Larson, Katrina Streiff, Jim Laurino, Jeff Politis, Steve Threefoot, Al Marks, Dave Michelson, Liz Resko, Ray Seigfried, Gary Quinton, Elizabeth Varley, Brooke Bovard, Cecilia Vore, Lisa Mullinax.

Advisory Chair, Steven Threefoot, commenced Advisory Meeting @ 7: 34 P.M

Minutes January 2016 Advisory Monthly Minutes were approved as presented.

Advisory has two main roles: 1) Make sure all committees are aligned for Town Assembly meeting so the Town Meeting can function (not addressing administrative matters during Town Meeting). 2) Coordinate committee's discussions (not making policy) to make sure all are on "same page".

Advisor Chairman Steven Threefoot

First Part of Meeting - Set Agenda

Labyrinth update will be presented under the Civic Report.

No motions

Safety

Chris (Safety) met with Ed (Civic) and they discussed basic structure of changing traffic pattern and established what would be legal placement of signage. Chris is ordering signs. Jeff wanted to know if this was going to be presented at Town Assembly. Brooke said it would be.

Brook says there is new stop sign on Miller Rd (coming from Marsh towards the Green). Steven feels as though this needs to be brought up as a discussion at the Town Assembly so people are aware that it is going to happen. Brooke pointed out that there are other signs that have not been brought up at the Town Assembly. Steven clarified further his suggestion to present all new signage and their locations and the reason for each individual sign. The goal is transparency and Steve thinks it is important to bring up so people are aware. Brooke believes it is Safety Committee's responsibility for signage. Steve agrees with Brooke about Safety's responsibility for signage but he also believes it is important to inform the Town Assembly of new signage, the location and the reason a sign is recommended. Steve agreed that Brooke as Chair of Safety it is her decision if she wants to report the new signs and that he was making a suggestion.

A discussion between Al (Civic) and Brooke (Safety) pertaining to signage along Millers Rd. She would like the minutes to reflect that she did NOT say that the stop sign (Millers Rd) is for the purpose of "traffic calming" but it is an obstructive view of that intersection. The view of the new traffic circle is obstructive from that direction. Steven said this is a good example of what would be helpful to discuss at the town meeting.

Ballots

Present between Chairs report and Advisory Report. All agree.

Schroder Funds nothing new to report.

Committee Reports will be presented in alphabetical order.

Budget is taking care of refreshments.

Second Part of Meeting – Committee issues that come up to discuss.

BWVC Steven Threefoot

External Building

In the next week putting in place the final contract for exterior of building so officers can sign off on them. Plan is for the first two weeks in April to set up scaffolding. Ken Morrison has been prepping all along so contractors can start their work. Color chosen for building is red. Bold color door. Stone work around the base was not included in

the original plan and it will not be part of the project until they obtain more information. Mural is an active one and ACRA will be consulted as to if they want prepping for a new mural.

New Mailbox Ardencroft

Ardencroft now has an official mailing address 2121 The Highway and their own separate mailbox. It is separate from the Village of Ardens mailing address which is 2119 The Highway. They will be using this building as their "Office Mailing Address". Over the course of the next two or three months the office will get a new remake like new filing cabinets. This moves towards it being a community center for all three Ardens. Cecilia will update the phone book with this information. Ardencroft makes an annual contribution and they now use this building for their town meetings. There is a discussion around how much they should be paying and that will be addressed later. Trustees pay rent to the Buzz Ware. A meeting will be set up with the trustees and the other Ardens to discuss further.

Website contact list

Steven will inform Ardencroft/Ardentown officers that a list of town contacts would be helpful to list on their website.

Village Tours

Cecilia is going to contact Mike and Lisa about Village tour information. Cecilia is going to see if some information can be put on Village website about Arden tour information.

Self Guided Tours of Arden - Archives is in the process of updating and printing new information about their self guided Arden Tours. They need help in covering costs and would like to work out something to help defray the costs. Steve suggest having the self guided tour on line so there is no printing costs which would be free but if you wanted a printed copy then a fee would be charged.

Set up new officers/Committee Chairs emails

Cecilia wanted to know the status of the @arden.delaware.gov email address for officers/Chair Committee. Presently emails have been created but passwords have not yet been set up. Problem with Verizon was not accepting emails from websites. That is an ongoing issue. They are in the process of moving email site. Once that is done, then they will re-launch arden.delaware.gov emails. Jeff will draft a memo explaining when to use new town emails and detail the situation. Steven pointed out there is no policy presently for retention of town e-mails.

Donations Accepted Sponsored Programs

A request was made to clarify "Donations" for programs sponsored by BWVC (Example Strength & Mobility and Yoga classes). Some people thought donations were tips for the instructor rather than donations to help to offset cost associated with sponsored programs. The instructor is paid by BWVC. Cecilia has made announcement prior to Strength and Mobility classes explaining the voluntary donations and will continue to clarify.

Town Chairman: Jeff Politis

Congressional Trip

The congressional Trip is this Wednesday. Four people are attending: Brooke, Mike, Cookie, Steven and two of Brook's children. Brook's children are not representing the Village but are attending as citizens, which was approved by the Senator's Office. If there are any federal questions you would like presented, a note can be prepared and sent beforehand. Since Jeff will be unable to attend the Congressional Trip, then Advisory will report on the trip.

Questions to be presented at meeting:

- 1) Ray- After three and a half years why they have not approved FEMA flood insurance program for the Village?
- 2) Steve - How do you stabilize employment (Ardes are impacted by that, property values impacted). How are they approaching it to maximize long term view?

Transfer of Leasehold Update

Trustees update on leasehold located at Fire Lane and Marsh Rd. Trustees received an offer on both properties that has been accepted but has not transferred yet.

Home Business Ordinance

The leasehold that used to be the Coburn house (Sherwood Rd next door to Kazan's leasehold) has many cars on property. The cars are all new and rotate models frequently suggesting possible inventory for home based business. They also built a garage in the back yard to accommodate some of the cars. If this is a home based business, are they in conformity with the Ardens Home Business Ordinance. Are they legal? Jeff will look into this.

Annual Luncheon and Special Advisory Retreat

Jeff thinks last year's lunch for elected and existing committee members was good and he hopes that people had the sense that this is a good idea and want to continue to offer. The feedback from the advisory board was positive and encouraging to continue to offer luncheon. The objective of Special Advisory Retreat was not to just have the Chairs but to have a broader agenda to discuss things like the Sunshine Law and other bigger events. Steven suggests holding the Special Advisory Retreat after elections in March because of the transitions of elected members. He suggests piggy backing the Special Advisory Retreat with the annual luncheon in late April or early May. That means those who are Chairs must make sure they have their meeting early which should be in early April. Registration will notify all immediately following the vote count results. If you are not running or not the convener please assist the one who will be and facilitate the meeting for April. That allows the Retreat and Luncheon to be held soon thereafter.

Audit Cookie Ohlson

Audit Meeting moved to March 23.

Good & Welfare

Trustees Bookkeeper

Trustees are changing bookkeepers. Pat Simione has been Ardencorf bookkeeper for many years and is now going to maintain Trustees books of accounts. She will be providing only bookkeeping services not auditing services. They were using Brandywine bookkeeper who moved to Pennsylvania. Steven asked David to work with the Trustees with transition and coordinating books.

Jeff likes using the category titled "Good & Welfare". He does not think this category is used enough and he does not care how small the matter is, it allows us to celebrate our community more. It is a great way to end the meeting by celebrating the community.

Resolution Motion

Community Planning will present a Resolution of Recognition motion to Ruth Bean for her many years of leadership of the Memorial Gardens.

Meeting adjourned: 8:41P.M.

Respectfully submitted,

Elizabeth Resko

Secretary, Village of Arden